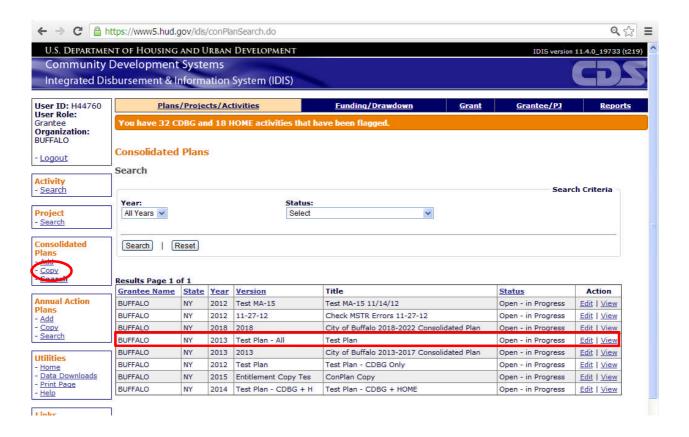
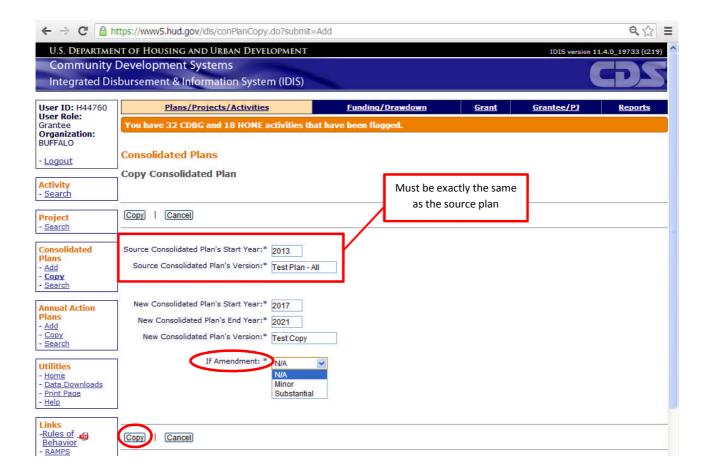
Instructions for Copying a Plan in IDIS

- 1. Identify the year and version of the plan to copy. Use the search function to locate the plan prior to attempting the copy function, if there are numerous plan versions. In this example, the year is "2013" and the version is "Test Plan All"
- 2. Next click "copy" in the Consolidated Plan module menu on the left of the screen.



3. Enter the start year and version name of the source plan being copied and the start year, end year and version name for the new plan. Indicate whether the copy is a substantial amendment, using the drop-down menu. Then click the copy button.

Note that the version name cannot be changed once the copy is created. Also, for a substantial amendment, the start year of the copy must be the same as the source plan.



4. After clicking "copy," the system will return to the list of plans. Look up the plan with the year and version entered for the "New Consolidated Plan's Start Year" and the "New Consolidated Plan's Version."

Note that all new Con Plan copies will have the title "ConPlan Copy

- 5. Click "edit" to open and edit the plan copy. All data from your source plan should appear in the copy. If the plan is a substantial amendment, the data in each data table will copy from the source plan. A copy that is not a substantial amendment will be populated with the most up to date data.
- 6. The title can be changed from "ConPlan Copy" on AD-25.

